



CROSS ROADS CHURCH
 A Brethren in Christ Ministry
 800 Donegal Springs Road
 Mount Joy, PA 17552
 717/653-1616
 office@crossroadsbic.com

Event Request Form

- Church Related Function (Class 1)
- Non-Church Function (Class 2)
- Outside Group (Class 3) Outside Group (Class 4) Outside Group (Class 5)
- Wedding Funeral

Date of Event: _____ Time: Begin _____ End _____

Name of Renter/User: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: (____) _____ Cell: _____

Email: _____

Event/Function: _____ Today's Date: _____

Facility Areas Requested

- Family Life Center (FLC) Café Area FLC & Café Areas
- Fellowship Hall Classroom(s) _____
- Great Room Child Care areas
- Kitchen (Supplies available to Class 1 users only)
 - Table coverings & Amount _____
 - Cups _____
 - Bowls _____
 - Napkins _____
 - Plates _____
 - Utensils: _____

If catered, name of caterer: _____ License # _____

Doors to unlock: South Entrance West Entrance East Entrance When? _____

(Circle if needed/Extra charges may apply):

AV tech Piano Portable Stage Setup Kitchen Help Trustee Help Kitchen supplies (above)

If SETUP is requested, please specify (furniture/tables/chairs/other):

USE SEPARATE SHEET IF NEEDED

Deposit received: Amount _____ Check # _____ Date: _____

**A deposit of \$200 per event is generally required for all Class 3 – 5 users. Class 2 kitchen use deposit is \$100.
 Refer to the FACILITY USE POLICY MANUAL (available online at www.crossroadsbic.com)
 for all guidelines, pricing and other information.**

I have read, understand and agree to adhere to the guidelines for facility use (summary on reverse).

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Rental charge: \$ _____ Deposit/Donation received: \$ _____

Balance due: \$ _____

 Signature Facilities Coordinator

 Date

CC: Trustee / Kitchen / AV tech / Food services / Maintenance / Custodian / Setup / Treasurer

Distributed:

Facility Use Guidelines and Fee Information

Use of the Cross Roads Church Facility is to be in harmony with the principles and standards of the congregation and the Brethren in Christ Church. The following is a summary of the Guidelines found in greater detail and explanation in the *Facilities Use Policy Manual*, Sections 6 – 10. This *Manual* is available as a PDF online at our website: www.crossroadsbic.com.

1. Intended activities and music should be in keeping with the ethical standards outlined in the *Facilities Use Policy Manual*.
2. Use of other areas of the Facility will not be permitted during scheduled services or programs of the congregation.
3. Regular and planned congregational functions have priority over other users. (SEE Section 4, *Hierarchy of Uses*) Emergency situations (e.g., funerals) may require negotiation with the user.
4. General rules of facility use include no social dancing, no smoking, alcohol beverages and/or illegal drugs anywhere in the facility, no cleats on shoes, and food and drink must stay in the area where served, except by prior permission. Athletic equipment used must meet the standards outlined in Section 7.7 of the *Manual*.
5. Recreational and audio-visual equipment are available if previously arranged.
6. The User assumes all responsibility and liability for proper and appropriate use of the facility areas rented.
7. The building shall be vacated by 10:30 PM unless previously arranged.
8. Users:
 - Agree to return the room(s) to the condition as it was when they arrived (vacuumed, etc.)
 - Provide adult (21+) supervision for activities. Children must be supervised at all times.
 - Immediately report any soil or spillage to the Trustees or Custodians.
 - Make sure all lights are turned off and doors shut and locked when leaving.
 - Do not change thermostat settings. Trustees pre-set the thermostats for facility use.
9. Paper products and supplies are the user's responsibility to provide. All garbage must be removed from the premises. Use of Cross Roads Church's supplies is not permitted unless previously arranged or in Class 1 users by informing the Church Office and Kitchen staff.

Fees and Donations

1. The facilities are available without charge to congregational groups, church-sponsored functions and invited Brethren in Christ meetings (Class 1 use).
2. For personal use, Cross Roads members may use facilities for family gatherings, parties, and so forth on a donation basis. (Class 2 use)
3. Non-members but regular attenders, who sponsor an outside group fall under the Class 2 rental designation and fee use. See the Facility Rental Rates in the *Manual*.
4. A \$200 event deposit is generally required by all Class 3 – 5 users. A \$100 deposit is required by Class 2 users when the Kitchen area is used. The deposit shall be returned to the user upon inspection by the Trustees. Deposits are required and due upon event scheduling to hold the spot on the calendar.
5. All rental fees shall be paid at the time of the scheduled event.
6. Extra charges may be levied for any property destruction after the rental.

